

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS **ABR -7 110 :29**

To: Chief Procurement Officer

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

From: Department of Labor and Industrial Relations/Office of Community Services
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

<p>Title and description of health and human service(s): Title: Statewide Earned Income Tax Credit Assistance and Asset Building Program for Low-Income Families. Description: A coordinated project of the Community Action Agency network in Hawaii that will plan and prepare for: (1) outreach and education activities promoting the federal Earned Income Tax Credit (EITC) and the Child Tax Credit (CTC) among low-income working families; (2) free tax preparation sites and staff to assist target populations in claiming the EITC and CTC; and, (3) comprehensive financial literacy services and asset building opportunities.</p>

<p>Provider Name: 1. Honolulu Community Action Agency, Inc. (HCAP) 2. Maui Economic Opportunity Inc. (MEO) 3. Kauai Economic Opportunity, Inc. (KEO) 4. Hawaii County Economic Opportunity Council (HCEOC)</p>	<p>Total Contract Funds: \$100,000</p>	<p>Term of Contract:</p>
<p>Provider Address: 1. HCAP. 1109 Maunakea St., 2nd Floor, Honolulu, HI 96817 2. MEO. P.O. Box 2122, Kahului, HI 96733 3. KEO. P.O. Box 1027, Lihue, HI 96766 4. HCEOC. 47 Rainbow Dr., Hilo, HI 96720</p>	<p>Contract Funds per Year (as applicable).</p>	<p>From: 4/15/04 To: 9/30/04</p>

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

Given the short time period of the contract, presently only the Community Action Agency (CAA) network can prepare and plan a coordinated, comprehensive, statewide EITC & Asset Building program. The four CAAs, located in and serving each county, are already organized and set up to provide the services and activities of the program on a statewide basis. The agencies currently operate numerous programs that serve the target populations, into which the asset-building and financial literacy components are/or can be incorporated. They also have existing partnerships with other community-based agencies and a volunteer pool from which they can draw to prepare the free tax assistance sites for the next tax filing system. Their existing clientele, including low-income Head Start families, constitute a built-in clientele base for the planned services. Finally, the CAA network will be eligible for additional federal (DHHS) funding for EITC projects specifically designed with the Agency's participation in mind.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

At the moment, these agencies are the only ones available with the necessary infrastructure already in place to immediately start the project on a statewide basis. It would greatly benefit the public, especially the low-income working families, to get the project in place and operational as soon as practicable. The agencies would be able to identify and assist eligible applicants who did not claim the EITC and CTC tax credits to amend their returns, begin formal financial literacy education, and prepare in advance for the upcoming tax season, as recommended by the IRS. The Office of Community Services (OCS) has numerous Health and Human Services contracts with the Community Action Agencies and knows their programs, resources, and capabilities to deliver services to the target populations in their respective counties. In the last quarter of 2004, subject to the availability of funding, OCS and DHS have every intention to solicit competitive proposals to continue to provide EITC and asset building services statewide.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

Upon approval of a request for exemption, the assigned Program Manager will enter into negotiations with the respective agencies and require them to submit a written action plan (including timelines and project milestones), a detailed line-item budget (Exhibit I), and projected outcomes and outputs (Exhibit H). During this process, the Program Manager will be consulting with the BESSD Division Administrator at the Department of Human Services for her input. The OCS Supervisor for Program Administration and Evaluation, who also serves as the OCS Contracts Officer, will review the submissions and make recommendations for approval or disapproval to the OCS Executive Director. Upon approval of the OCS Executive Director, the OCS Contracts Officer will commence execution procedures, including securing signatures of the OCS Executive Director, the Director of the Department of Labor and Industrial Relations (DLIR), and the Department of the Attorney General. During the term of the contract, the Program Manager, under the supervision of the Supervisor for Program Administration and Evaluation, will provide direct administrative oversight of the program, including on-going desk review and on-site monitoring, as needed.

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Karl P. Espaldon, OCS Program Manager
Keith Yabusaki, OCS Contracts Officer
Michael Hane, OCS Accountant
Sam Aiona, OCS Executive Director
Nelson Befitel, DLIR Director
Patricia Murakami, Division Administrator, BESSD, DHHS

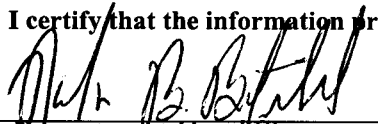
Direct questions to (name & position):
Keith Yabusaki, Contracts Officer

Phone number:
6-8675

e-mail address:
ocskeith@hotmail.com

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.



Department Head Signature

March 15, 2004

Date

Nelson B. Befitel

Typed Name

Director

Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied



Chief Procurement Officer

4/12/04

Date

cc: Administrator
State Procurement Office